

Des Moines Area Community College

Criminal Justice Internship Course Description

The CRJ 932 Internship course provides temporary placement of students in a criminal justice agency. Applying lessons learned in an academic setting to a professional environment while under direct supervision of current practitioners affords students the opportunity to gain deeper understanding of the knowledge, skills and abilities necessary to be successful in that environment. This course is a graduation requirement for students seeking the Criminal Justice AAS degree, and can be used as an elective course for the Criminal Justice Transfer Major AA degree.

Credits: 3.0 (minimum of 150 hours of on-the-job experience with the hosting agency)

Grade: Pass/Fail

Eligibility

- Successful completion of at least 24 semester hours in a criminal justice program.
- Minimum grade point average of 2.0.
- **Students are responsible for making contact with and arranging for an internship with a hosting agency.** That selection process may include submitting an agency internship application, participating in an interview, and passing a background investigation, as well as other possible steps. Early research and communication with desired agencies is strongly encouraged. Students with criminal histories may have limited options, depending on agency standards and requirements.

Attendance Policy

There are no on-campus class meetings required for this course. All documentation will be submitted electronically in accordance with the course syllabus. Students must successfully complete a minimum of 150 hours with the agency and submit the required course documentation to receive a passing grade.

Course Requirements for Students

The following DMACC documents can be found on the DMACC Criminal Justice website. They must be completed and submitted to the Criminal Justice Program Chair to receive the required instructor permission to register for the course:

1. Ethical and Professional Code of Conduct
2. Internship Application
3. Internship Agreement (*requires signature from hosting agency personnel)

Students submit daily reports electronically via Blackboard throughout the internship to document activities and hours. This allows for timely reflection on the experience, preservation of activities and contributions for future reference, and documentation of hours completed. Additionally, it offers another opportunity to practice report writing skills, which is essential in the criminal justice profession.

Students submit a final paper via Blackboard, reflecting on the internship experience as a whole, as well as evaluating the DMACC Criminal Justice Program. Instructions for the paper are provided in the course syllabus and on Blackboard.

Course Requirements for Agency Partners

DMACC values its partnerships with cooperating agencies that are committed to the requirements and goals of the Criminal Justice Internship Program. Such collaborations afford valuable learning opportunities for both students and agency personnel, and undoubtedly improve the readiness of future criminal justice professionals. Agencies must agree to the following for the internship to be approved:

- A strong commitment to providing the intern with well-planned and coordinated opportunities, keeping focus on the primary purpose of enhancing the student's educational experience.
- Dedication to meeting the minimum 150 hours necessary for successful completion of the course within the term dates.
- Submission of the Weekly Evaluation of Internship electronic form throughout the internship to document performance and progress. *This form is accessible on the DMACC Criminal Justice Internship website.*
- Submission of the Final Evaluation of Internship electronic form upon completion of the required 150 hours. *This form is accessible on the DMACC Criminal Justice Internship website.*

Students with Current or Previous Criminal Justice Employment

If a student is already working or has previously worked in a criminal justice role, there are a few options for meeting the requirements of this course. First and foremost, students are encouraged to consider the benefits gained by completing an internship with another agency. There is also value to completing an internship within their agency of employment, but in a different role. Both options provide unique experiences and relationships.

If a student would like to explore the option of using their current or former employment in lieu of completing an internship, the credit for prior learning process may be reviewed on the DMACC website and discussed with the Criminal Justice Program Chair.